

"We are laborers together with God"

HELP
FOR
MISSIONARY
SOCIETIES



PREPARED BY THE
WOMAN'S MISSIONARY COUNCIL OF THE
M. E. CHURCH, SOUTH

1919

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NOTICE Attach this booklet to your Auxiliary Record Book and keep it for constant reference. Copies can be obtained from the Home Base Secretary at 50 cents per dozen or 5 cents each. Each Adult Auxiliary is entitled to two copies and each Young People's and Children's Auxiliary to one copy of the HELPS free of charge.

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CHAPTER I.—THE AUXILIARY.

ORGANIZATION.

PREPARATION.

1. By the local Church.

When the women of the Church have decided that they wish to effect a missionary organization, they may do any one of three things: They may organize for themselves, they may ask the District Secretary to visit them and do the work, or they may call upon the Conference organizer or other officer, if any such woman is available. It is a better plan to have outside help, because an experienced worker is able to give information and to establish the new society upon a better basis.

The date of organization may be decided by correspondence. After that the details should be put into the hands of a local committee of enthusiastic women who will so prepare the community as to make the stay of the visitor as profitable as possible.

The widest publicity should be given the new movement. Every woman in the Church should be notified of the time and place of meeting and cordially invited to come. A notice placed in the daily or weekly papers and an announcement from the pulpit are both necessary preparations. If the pastor will preach a missionary sermon on the Sunday just preceding the meeting, it will aid in arousing interest. Some facts and interesting incidents connected with missions may be published in the town papers. This material may be secured from the Home Base Secretary. Leaflets or other missionary literature may be distributed among the women of the congregation.

If the organizer can give three days to the work in one place, the first may be spent in becoming acquainted with the women and the situation and in presenting the work at a public meeting; the second in calling upon or in meeting in some other way the women who are not yet interested; and the third in effecting the organization. Music should be provided for the organization meeting and every agency employed to make it as attractive as possible. If this preparatory work has been thoroughly done by the committee, the organizer can accomplish her work in one day.

2. By the organizer.

Any woman who attempts to organize an auxiliary should be thoroughly familiar with woman's work in missions, with the Constitution and By-Laws governing the organization, with the needs of the home and foreign fields, and with the methods of auxiliary work. It is only when equipped with such knowledge that she is able to answer questions and give the necessary information. She should be supplied with all literature necessary for organization.

If the organizer is preparing to visit several charges in succession, the details of the itinerary must be carefully planned in advance, so that there may be no disappointments on account of missing trains, arriving unexpectedly, or meeting a lack of preparation.

An organization should never be forced. If the women are not ready for one, or if the local conditions do not seem to warrant one, the seed may be sown for a later harvest. An acquaintance formed with the women and the place, information given as to the needs of the work, literature distributed, friendly relations established with the pastor are all steps toward a later organization when the way may be cleared. The visit of the organizer may be made so pleasant an experience that the people will be anxious to have it repeated.

SUGGESTIONS.

1. For organization.

A good devotional or consecration service should be the first thing after the women come together. The needs of mission work should have been previously presented, and the plan of organization should now be explained from the Constitution. A temporary organization may be effected by electing a Chairman and a Secretary *pro tem.* The Chairman should appoint a committee to nominate the regular officers. It is the duty of the Secretary *pro tem.* to enroll the new members.

All details as to the payment of dues, collection of other funds, responsibilities of officers, use of record books for Corresponding Secretary and Treasurer, the necessity of regular meetings, and the sources of supply for program material should be clearly understood. If possible, the women should be made to feel the uplift and inspiration to be gained by joining with the thousands of other women who stand shoulder to shoulder in the

attempt to Christianize the world. Not a woman who can be made to realize this will refuse to join the new auxiliary.

The report of the nominating committee should be called for and the officers elected for the year. They may be installed by the organizer, using the regular installation service provided for the use of auxiliaries.

The newly installed President and Secretary should then take their places, and the President should conduct the remainder of the meeting. The time and place for holding the regular monthly meeting should be decided, a membership committee to secure additional members should be appointed, some one should be made responsible for the program for the next meeting, and any other matters demanding immediate attention should be settled. It is wise to close the meeting with a season of prayer and a song.

The Corresponding Secretary of the new auxiliary should write to the District Secretary, giving the names of the officers with post office address of each. Blanks for these reports will be sent with the literature ordered from the Home Base Secretary.

The new officers should be given an opportunity to meet with the organizer after the regular meeting has adjourned, and any additional questions as to the conduct of the work should be asked and answered.

2. To the newly elected officers.

Each officer has specific duties and responsibilities which are defined in a set of articles on suggestions to auxiliary officers. The first preparation for service is to become familiar with these duties. (See pages 16-32.)

PARLIAMENTARY RULES.

It is the duty of the presiding officer.

1. To call the assembly to order at the time appointed for the meeting, saying: "The society will please come to order."
2. To cause the minutes of the preceding meeting to be read and passed upon.
3. To lay before the assembly its business in the order indicated by the rules.
4. To receive any propositions made by members and put them to the assembly.

5. To preserve order and decorum at all times.

The presiding officer should rise when putting a question and when addressing the meeting.

She may sit while reading to the assembly any communication.

The presiding officer votes only in case of a tie.

RIGHTS AND DUTIES OF MEMBERS.

1. Members have the right to present their propositions (in the form of motions) and to debate them fully.

2. Members shall rise when they address the Chair.

3. It is the right of every member who notices a breach of a rule to insist upon its enforcement. She shall rise and say: "Madam Chairman, I rise to a point of order." She states the point of order and resumes her seat. The Chair decides at once whether the point in question was "in order" or "out of order."

4. It is the privilege of any member to "appeal from the decision" of the Chairman on questions of order, of interpretation of rules, and of priority of business. If the appeal is seconded, the Chairman states her decision, and that it has been appealed from, and then says: "Shall the decision of the Chair stand?" Either a majority or a tie vote sustains the decision of the Chair; otherwise the decision of the Chair is reversed.

5. Members must maintain order and refrain from conversation.

MOTIONS.

1. All business shall be brought before an assembly by a motion. When a member makes a motion, it should not be debated or acted on unless it has been seconded.

2. When a motion is seconded, the President shall distinctly state the motion and, after calling for remarks, shall put the question thus: "All who are in favor of the motion will say 'Aye.'" When those in favor have voted, the President shall say: "All who are opposed will say 'No.'" The President shall announce that the motion is carried or lost.

3. Any motion can be amended by adding to, inserting, or striking out a part; but the amendment cannot be acted on unless seconded.

4. An amendment shall always be voted on before the original motion. If lost, then the original motion is considered; but if carried, the President shall say: "All who are in favor of the motion as amended will say 'Aye,'" etc.

5. An amendment can be offered to an amendment, but no further amendment is in order. When an amendment to an amendment is offered, it must be acted on first; then the amendment must be acted on, and finally the original motion.

COMMITTEES.

1. A committee usually consists of three or five members and is appointed by the President or elected by nomination and vote or by ballot.

2. The first person named by the President is considered the Chairman of the committee, unless the committee by a majority of its members elects another Chairman.

3. When the committee is expected to report at the same meeting, it should at once retire and agree upon a report, which should be written out. Upon its return the Chairman of the committee reads the report and hands it to the presiding officer, upon which the committee is dissolved without further action. A member then moves "to adopt" or "to accept" the report or that "the resolutions be agreed to." These motions have the same effect, if carried—that is, the resolutions become the resolutions of the assembly just as if the committee had nothing to do with them.

A report is received when read. The reception of a report does not mean its adoption. The report can be amended and modified and is subject to all proper motions.

4. When a committee to nominate officers is ready to report, the President may conduct the election or she may request another to take the chair. If the President is not a good parliamentarian, it would be better to call upon some one who is and who can do the work quickly.

5. In all times of perplexity the President should remember the advice of an authority on parliamentary law, that "the great purpose of all rules is to subserve the will of the assembly rather than to restrain it, to facilitate and not to obstruct the expression of their deliberate sense."

ORDER OF BUSINESS.

1. Devotional exercises from the *Yearbook* or *Missionary Voice*.
2. Business.
 - (1) Minutes of last meeting.

- (2) Report of First Vice President.
- (3) Report of Second Vice President.
- (4) Report of Superintendent of Study and Publicity.
- (5) Report of Superintendent of Social Service.
- (6) Report of Superintendent of Supplies.
- (7) Report of Corresponding Secretary.
- (8) Report of Treasurer. Collection of dues, etc.
- (9) Report of Agent for *Missionary Voice*.

(Each report should be short, presented in writing, and turned over to the Recording Secretary after it has been read.)

- (10) Unfinished business.
- (11) New business.

3. Literary program from *Yearbook*.

FORM OF SERVICE FOR INSTALLATION OF OFFICERS.

(The officers to be installed should be seated together at the front and the members of the auxiliary seated in a body immediately in their rear. If this is a public service, the space thus occupied may be separated from the congregation by white ribbons or flowers. It is desirable that the pastor, the District Secretary, or some Conference officer conduct the service. If they cannot be present, let a member of the auxiliary be appointed to act as leader. At the close the officers shall take their places and proceed with the business or program.)

Hymn, "Something for Jesus." (No. 349, Hymnal.)

Prayer by pastor or leader.

Leader (facing auxiliary and congregation). The Woman's Missionary Auxiliary of the _____ Methodist Church of _____ has duly elected for the ensuing year the following officers, who will take their places as their names are called, preparatory to their installation.

[As the leader calls distinctly the name of each office and officer, those newly elected come forward and take their places in front of chancel railing or facing leader.]

Leader. The members of the auxiliary will please rise.

[Each member rises and stands in her place.]

Leader. The object of this auxiliary shall be to hasten the coming of the kingdom of God in the United States and non-Christian lands by enlisting the women, young people, and children

in a study of the needs of the world and in active missionary service, by raising funds for the evangelization of mission fields at home and abroad, for the maintenance of institutions under the care of the Woman's Missionary Council, and for the betterment of civic and social conditions everywhere. The success of this organization depends upon the faithful performance of duty by the individual member. Competent officers count for much, but they cannot accomplish any great results without your loyal support.

That you may be enabled more clearly to heed the great world cry, that you may be enabled more fully to know the world-wide need, that you may be enabled more humbly and worthily to be indeed a disciple of Christ, a factor in the redemption of our world which he came to save, "I beseech you, therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service." (Rom. xii. 1.)

Officers and Members. "Teach me thy way, O Lord; I will walk in thy truth: unite my heart to fear thy name." (Ps. lxxxvi. 11.)

Leader. "For it is God which worketh in you both to will and to do of his good pleasure." (Phil. ii. 13.)

Officers and Members. "For we are his workmanship, created in Christ Jesus unto good works." (Eph. ii. 10.)

Leader. "And whatsoever ye do, in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by him." (Col. iii. 17.)

Officers and Members. "My meat is to do the will of him that sent me, and to finish his work." (John iv. 34.)

Leader. Members of the auxiliary will please be seated.

Leader. As the members of this body have willingly and prayerfully assumed personal interest and responsibility toward the accomplishment of the end whereunto you are called, thereby signifying their determination to uphold your hands, as they have honored you with the privilege of service; therefore it is fitting that certain duties are now incumbent upon you as officers of this auxiliary.

[The leader shall here read sections of By-Laws defining duties of officers.]

Leader. And now, therefore, "If any of you lack wisdom, let

him ask of God, that giveth to all men liberally, and upbraideth not; and it shall be given him." (Jas. i. 5.)

Officers. "Not that we are sufficient of ourselves to think anything as of ourselves; but our sufficiency is of God." (2 Cor. iii. 5.)

Leader. "Ye have not chosen me, but I have chosen you, and ordained you, that ye should go and bring forth fruit, and that your fruit should remain." (John xv. 16.)

Officers. "I can do all things through Christ which strengtheneth me." (Phil. iv. 13.)

Leader. "Now therefore go, and I will be with thy mouth, and teach thee what thou shalt say." (Ex. iv. 12.)

Officers. "I will go in the strength of the Lord God: I will make mention of thy righteousness, even of thine only." (Ps. lxxi. 16.)

Leader. "Be ye clean, that bear the vessels of the Lord. For ye shall not go out with haste, nor go by flight: for the Lord will go before you; and the God of Israel will be your rearward." (Isa. lii. 11, 12.)

Leader. The members of the auxiliary will please stand.

[As the members rise and stand in their places, the officers turn and face them, and all repeat:]

Officers and Members. "So we, being many, are one body in Christ, and every one members one of another." (Rom. xii. 5.)

[While officers and members remain standing, facing each other, the leader reads from the Bible Ephesians iii. 14-21.]

Leader. The congregation will please rise and unite with us in singing, "Christ for the world we sing; the world to Christ we bring with loving zeal." (No. 635, Hymnal.)

[NOTE.—This service, properly conducted, should consume from fifteen to twenty minutes. The abridgment of it is left to the discretion of the auxiliary.]

STANDARD OF EXCELLENCE FOR THE HONOR ROLL.

ADULT MISSIONARY SOCIETY.

Credits

1. Each new member enrolled.....	1
2. An average attendance at each monthly meeting equal to one-half of the membership.....	5

	Credits
3. Dues paid in full and Conference Expense Fund paid by each member	10
4. Conference pledge paid in full.....	10
5. Monthly <i>Bulletin</i> presented—program on the monthly topic and prayers for the work and workers once a month....	5
6. Subscribers to the <i>Missionary Voice</i> equal to one-half the membership	5
7. Week of Prayer observed.....	5
8. Young people's societies organized by First Vice President.	10
9. Children organized under Second Vice President:	
(a) Baby Division	5
(b) Junior Division	5
10. Bible study class	5
11. Mission study class.....	5
12. All reports mailed to Conference officers by the first day of each quarter	5
13. Regular work done by Social Service Committee.....	10
14. Representation at annual and district meetings.....	10

(Any auxiliary whose reports show that it is entitled to eighty-five credits will be placed on the Honor Roll. Keep this list and send to the District Secretary at the close of the last quarter of the year.)

YOUNG PEOPLE'S MISSIONARY SOCIETY.

	Credits
1. Each Mission Study Class.....	10
2. Each Bible Study Class.....	10
3. Prompt and accurate quarterly reports.....	10
4. One delegate to Annual Conference meeting.....	10
5. Two delegates to district meeting.....	10
6. Each new member.....	1

FINANCES.

Membership offering paid for every member.....	20
Contribution to Council Pledge.....	10
Retirement and Relief Fund paid.....	10
Conference Expense Fund paid.....	10

(An auxiliary must have a total of at least ninety-one credits in order to be given a place on the Roll of Honor. Each auxiliary attaining this standard by the end of the year will be awarded a ribbon bearing the words "Roll of Honor.")

CHILDREN'S MISSIONARY SOCIETY.

Junior Division.

	Credits
Ten per cent increase in membership.....	10
Average attendance at each meeting of one-half the membership	10
Regular monthly offering by each member.....	10
Pledge paid in full.....	10
Each mission study class.....	10
One subscriber to <i>Young Christian Worker</i> for every three members	10
Week of Prayer observed	10
Daily Bible study pledged by fifty per cent of membership.....	10
Promotion exercise from Baby Division to Junior Division....	10
Promotion exercise from Junior Division to Young People's Society	10

(At the close of the year the auxiliary Second Vice President will sum up the credits. If eighty or more credits are made, a report of this must be made to the Conference Second Vice President, who will furnish for the first year an Honor Roll Certificate. For each of the three successive years that the society makes the necessary number of points the Conference Second Vice President will supply seals to be attached to this certificate.)

SUGGESTIONS FOR THE PRESIDENT.

1. Remember that the conduct of a missionary society should always be in accordance with parliamentary rules found in this book (page 9).
2. Know the Constitution and By-Laws so that the auxiliary may not be led into things which may appeal to the emotions, but which are unauthorized enterprises.
3. Keep informed about all the missionary work of the Woman's Missionary Council and be ready to encourage an increasing intelligence and liberality among all the members. A capable, active, vigorous, and ingenious President is a constant stimulus to the membership.
4. Be regular and prompt in holding the monthly meetings, having a *fixed time and place*. Study the program of that meet-

ing. Also be familiar with all literature published on the monthly topic in the *Yearbook*.

COMMITTEES.

The Executive Meeting.

5. Every auxiliary should hold an Executive Committee meeting at the close of each quarter or, if possible, each month. Have reports of officers given and compared, so that uniform reports will reach the Conference officers promptly. Note the strong and the weak points in the work. Plan carefully for the next quarter with a view to strengthening all the weak places. Adopt some definite plan for collections. The use of the envelopes is recommended. Decide upon what committees are necessary for the best conduct of the work. The following committees are important and, if agreed upon, should be nominated by the Executive Committee:

Membership Committee.—Let the slogan be: "Enlist every woman in the Church in mission work." The members of the committee should have a list of every family in the Church and should secure from the pastor names of all new members. They should plan in a systematic way to give every woman and young person a cordial invitation to join the auxiliaries. Keep in touch with new members and those who should become members, visit them, write to them and send them literature.

In the making of the missionary program it is well to have a definite aim and to work to that aim. Material for the programs outlined in the *Yearbook* is provided in leaflet form as well as in articles in the *Missionary Voice*, so there is never a lack of suitable information on those topics.

Occasionally it is well to have as many members as possible take part in the program. Divide and subdivide topics, having three-minute talks from six or seven members rather than a twenty-minute talk from one person. Try to give every one something to do. Many a timid woman will consent to make a two-minute talk who could not be induced to make an address or write a lengthy article.

POSTERS AND CHARTS.

Posters and charts are among the most valuable aids to the missionary society. They serve to arouse interest in the work. Attractive announcements of meetings placed in the vestibule

and Sunday school rooms of the church, striking missionary mottoes, charts of statistics (using only a few on each chart), pictures, with a few facts concerning our institutions and workers, etc., will help to create a missionary atmosphere. They impress the lesson of the missionary society. In order to do this effectively they should be in line with the topic of the program. Posters utilize the talent of the individual members of an auxiliary. There are often members who can contribute to the work in this way who do not feel that they can give a talk, write a paper, teach a mission study class, etc. The best leader uses all the talent at her command.

It should be remembered that success is not dependent upon a high class of art work. Posters and charts should be neat and strikingly arranged, so that figures and facts stand out boldly. They should also be well displayed. This work may well be in charge of a subcommittee of the program committee.

PLACE OF MEETING.

In planning for social pleasures and club meetings, homes are thrown open, decorated, and beautified in every possible way to lend charm and distinction and make the function a success. Is this true of the missionary meetings? Is it not often just the reverse? Let us give more thought to the appearance of the room where missionary meetings are held. Have them comfortable, well lighted, well ventilated, bright with flowers, maps, curios, mottoes, pictures, posters, thoughts from master missionaries, charts, and other accessories that will prove eloquent appeals for missions.

MUSIC.

Give special time and thought to the music for each meeting. Let the songs be appropriate. Occasionally get some one to tell briefly the story of the hymn selected—the circumstances under which it was written or some historic occasion when it was sung. (See annotated edition of our Methodist Hymnal, also the chapter entitled "Music in the Missionary Meeting" in Belle M. Brain's matchless book, "Holding the Ropes.") Some hymns are more effective if sung antiphonally. This is especially true of "Watchman, tell us of the night." Sing it that way occasionally.

SUGGESTIONS FOR FIRST VICE PRESIDENT.

Aim: A young people's missionary society in every Church where there are as many as six young people between the ages of fourteen and twenty-two.

Motto: "Loyalty to Christ."

Watchword: "Each one win one."

"The First Vice President shall be responsible for the organization of the young people's society and shall develop and direct its work. She shall send reports when required by the First Vice President of the Conference."

1. When you were elected First Vice President of the Adult Auxiliary it was to do one specific work, to direct the organized young people of the Church in their missionary activities. If the young people are not already organized, write at once to your Conference First Vice President for blanks and explanatory leaflets telling the best way to organize. New organizations should be reported at once to the Conference First Vice President and to the District Secretary.

2. Be governed by the age of the young people in the amount of assistance rendered in the management of the society. Teach the members to do all of the work they can themselves. Carefully study with them the Constitution and By-Laws on which their organization is based and personally conduct a drill on the same early in the year. The suggestions made in this booklet for Adult Auxiliary Superintendents apply also to the Superintendents in the young people's auxiliary and should be given careful attention.

3. The Executive Committee meeting at the close of each quarter is of vital importance and should never be omitted. At this meeting the reports of the officers are compared and made ready to send off, and the work of the next quarter is planned.

4. See that the First Vice President, the Corresponding Secretary, and the Treasurer send accurate reports to the Conference and district officers as required by the By-Laws for the Young People's Auxiliaries. These reports should be sent on the first day of April, July, October, and January. All money should be sent directly to the Conference Treasurer, and the report should specify particularly the amounts for membership fees, for the Conference expense fund, for the retirement and relief funds, and for the pledges for foreign and home work.

5. Officers are to be elected annually at the December meeting of the society and a list of the names sent at once to the District Secretary. The January meeting of each year is the pledge meeting, at which time the auxiliary decides the amount it will give during the year to the work which the Council asks the young people to finance. The subject of Christian stewardship should be presented and information given about the special objects of the pledge.

6. One afternoon during the Week of Prayer is given to the young people. A special program is prepared for the meeting, and it is earnestly desired that every auxiliary observe this day.

The Friday before Easter has been set by the Council as a day of special prayer for volunteers for both home and foreign fields.

At least one public rally service for young people, of which the young people have charge, should be held each year.

Pastors and others interested in young life may be invited to give short talks.

Encourage and urge our young people to send representatives to the various missionary assemblies for young people.

7. An attractive yearbook of programs is provided for use at the monthly meetings. One copy is sent free to each auxiliary; others should be purchased, so that each member may have one. Price, two for 5 cents, or 25 cents per dozen. Order them in December so as to have them for the first meeting of the new year. Use the leaflets issued each month and the material in the *Voice* for preparing the programs. Special leaflets on plans and methods will be sent quarterly through the Conference First Vice President. The items in the *Bulletin* should be presented briefly each month; helpful charts on the work may be purchased; suggestive posters may easily be made.

8. October is the month in which to organize mission study classes. All classes and the books to be studied should be reported to Mrs. H. R. Steele, 810 Broadway, Nashville, Tenn. The Home Base Secretary will send free to those in charge of such classes "Suggestions for Leaders" and other helpful leaflets to be used in the study.

9. A pin significant of the aims of the young people's missionary society has been provided and placed on sale at a low price. It will add to the spirit of any auxiliary if the members wear the missionary pin. Pennants may also be made or purchased.

A descriptive leaflet will tell you how to make one, or you may buy one.

10. Try to reach the Standard of Excellence adopted by the Council for the Young People's Missionary Auxiliaries, so that your society may have a place on the Roll of Honor.

The record is to be kept in the auxiliary, and the number of points attained is to be reported by the Young People's First Vice President to the Conference First Vice President.

A verse for all First Vice Presidents: "Whosoever he saith unto you, do it."

SUGGESTIONS FOR SECOND VICE PRESIDENT.

The auxiliary Second Vice President shall have charge of the Children's Missionary Auxiliary. It shall be her first duty to notify the Conference Second Vice President of her election, giving her name and address and the name of her auxiliary. If there is no Children's Auxiliary in the Church, she should endeavor to effect an organization, and she shall report new organizations promptly to the Conference Second Vice President and to the District Secretary.

The Children's Auxiliary has two divisions—Baby and Junior. In many places only one of these divisions has been organized, and in such cases it becomes the duty of the Second Vice President to organize the other division.

The Auxiliary Second Vice President shall have careful oversight of all meetings and shall allow the children as far as possible to conduct the programs and the work of the auxiliary. She shall also seek to increase interest in the children's work by seeing that it is properly reported and represented by delegates at district meetings. She shall stress systematic giving and shall carefully instruct the children as to the value of money as an agency for good, and shall seek the coöperation of the mothers in order to secure intelligent and generous giving on the part of the children.

The Auxiliary Second Vice President shall direct the work of study and publicity among the children, and whenever practicable she shall organize mission study classes and encourage definite and systematic Bible study. The work of the Publicity Superintendent should also be emphasized in the children's auxiliary.

BABY DIVISION.

Every child in the Church under six years of age is entitled to membership in the Baby Division. Names are to be enrolled upon the payment of twenty-five cents, and all names should be carefully kept in a Baby Division Roll Book showing dates of birth and enrollment. Each member should be given a certificate of membership and a mite box. The enrollment fee is paid but once during the six years, and if a child should move from one place to another the membership certificate will serve as a transfer. Members of the Baby Division should be remembered on such special occasions as birthdays, Easter, Christmas, etc., with cards or some thoughtful, loving message.

Meetings and Promotions.—Meetings for the Baby Division should be held quarterly. When members of the Baby Division reach the age of six years they shall be promoted to the Junior Division, each receiving a promotion certificate.

JUNIOR DIVISION.

The Auxiliary Second Vice President has charge of the Junior Division, and she should enlist all the children of the Church between the ages of six and fourteen years. Daily prayer and service and a stated monthly offering shall constitute the basis of membership in the Junior Division.

Meetings.—There should be two regular monthly meetings to conduct the business of the auxiliary and to follow the prescribed lines of study. There should also be frequent special meetings, such as mite box openings, rallies, etc.

REPORTS.

The Auxiliary Second Vice President shall send prompt and accurate reports at the close of each quarter to the Conference Second Vice President.

SUPPLIES.

A list of supplies essential to the Auxiliary Second Vice President in her work will be furnished upon application. All leaflets, mite boxes, curios, etc., may be ordered from the Home Base Secretary, 810 Broadway, Nashville, Tenn.

SUGGESTIONS FOR SUPERINTENDENT OF STUDY AND PUBLICITY.

OUR AIM: { A mission study class in every auxiliary—adult, young people's, children's.
A knowledge of God's word through systematic Bible study.
A missionary propaganda in our Conference journals. News of the woman's work in Church and secular papers.

DUTIES OF AUXILIARY SUPERINTENDENT.

The Superintendent of Study and Publicity shall promote mission study and Bible study and shall be responsible for the dissemination of missionary news through the columns of our Church and secular papers.

Mission Study.

The Superintendent of Study and Publicity shall urge the importance of mission study and shall induce as many as possible to join in the study of the books in the regular course. She shall endeavor to enlist the women and girls outside the auxiliary in the mission study classes and to interest them in systematic Bible study. The study of each new book should be reported to the Conference Superintendent of Study and Publicity and reported by card to the Educational Secretary. The Superintendent should urge the use of the enrollment cards, as it is necessary that the Educational Secretary shall have a record of the books that are being used and the number of women and children studying each book. The Superintendent shall urge mission study classes and the use of the enrollment cards in young people's and children's auxiliaries. She shall arrange for a public meeting at the close of the study of each book, using for the programs the material gathered in the study and emphasizing plans and methods that were found helpful. She should ask the pastor or some one interested in the study of missions to present the subject before the congregation.

A pamphlet of helps for each book in the study course may be secured from the Home Base Secretary for ten cents. A package of leaflets bearing upon the subject of study and upon mission study plans and methods may be secured from the Home

Base Secretary for ten cents. In ordering helps for leaders be sure to give the name of the book being studied.

Bible Study.

The Auxiliary Superintendent shall endeavor to interest the women and girls in the auxiliaries in systematic Bible study and to organize Bible study classes. Neighborhood and interdenominational classes for Bible study have been found helpful in many localities and have stimulated the social as well as the religious life of the Church.

Where there are organized study classes there shall be three study courses during the year, one in Bible study, one in foreign missions, and one in home missions.

The enrollment card should be filled out and mailed to the Educational Secretary, 810 Broadway, Nashville, Tenn.

Publicity.

Realizing the power of the press and the wonderful opportunity afforded by the printed page, the Auxiliary Superintendent should secure a small amount of space in the secular paper of her county or city and use it for the publication of interesting missionary news items. She should use in her column items found in the *Bulletin* and other missionary periodicals, as well as Conference and local news, always giving due recognition to items touching local conditions. The same rules applying to Conference publicity work apply here with even more force—always short paragraphs, driving straight to the point.

The Auxiliary Superintendent shall be responsible for the presentation of the *Bulletin* and other missionary information in the auxiliary meetings. The facts chosen for presentation should be told or illustrated rather than read. This can and should be made one of the most interesting parts of the auxiliary meeting.

Additional Duties.

In addition to the promotion of mission study, Bible study, and publicity, the Auxiliary Superintendent shall

1. Urge the importance of a good missionary library.
2. Coöperate with the Conference Superintendent and District Secretary in securing circulating libraries and induce the auxiliary to use freely the books of the same.

3. Stress the importance of intercessory prayer and form prayer circles among the members of her Church.

4. Plan for a mission study campaign the first week in October. Send to the Home Base Secretary for prospectus and general leaflet on the value of mission study, its results, etc.; then make a canvass of the members, securing the names of all who will join the study.

5. Try to secure at least one woman from her auxiliary to attend some one of the summer Conferences where leaders of mission study and Bible study classes are trained.

The Auxiliary Superintendent should make every possible effort to be regular and punctual in her work. She should write to the Conference Superintendent as soon as she is elected, telling her of the conditions of the department in her auxiliary and asking for counsel and advice.

Reports.

Prompt and accurate reports should be sent to the Conference Superintendent not later than the first day of April, July, October, and January. This is most important, as from these reports the Conference Superintendent makes her report to the Educational Secretary.

SUGGESTIONS FOR SUPERINTENDENTS OF SOCIAL SERVICE.

I. CONSTITUTIONAL PROVISIONS FOR SOCIAL SERVICE.

From the Constitution for Adult Auxiliaries, By-Law 8: "The Superintendent of Social Service shall stimulate and direct the study and investigation of social questions and shall seek to bring about social reforms. She shall report quarterly to the Conference Superintendent of Social Service."

From the Constitution for Young People's Auxiliaries, By-Law 7: "The Superintendent of Social Service shall have charge of the social service studies issued by the Council. She shall co-operate in the social service movements of her Church and community. She shall report quarterly on the first day of January, April, July, and October to the Conference Superintendent of Social Service."

From the Constitution for Children's Societies, By-Law 7:

"The Superintendent of Social Service shall assist in carrying out such lines of social service study and activity as are sent out by the Council."

By making official connections is meant to *get* in touch and *keep* in touch with the Superintendent of Social Service in your Conference. Having been elected to this office, the Auxiliary Superintendent should at once secure the name and address of the Conference Superintendent of Social Service and then write to her, giving her own name and address in full and asking for instruction as to her duties. It is from the Conference Superintendent that the social service leaflets and studies prepared by the Council will come, and from here also will come the report blanks that are to be returned each quarter on the first of April, July, October, and January. From her also will come the opportunity to get in touch by correspondence with other Auxiliary Superintendents of the same work. No Auxiliary Superintendent can work effectively without this close touch with her Conference officer.

3. Chairmanship of Auxiliary Social Service Committee.

The Superintendent of Social Service of the auxiliary is, by virtue of her office, Chairman of the Social Service Committee of the auxiliary. This committee should be nominated by the Superintendent of Social Service and confirmed by the auxiliary. The committee should consist of as many members as local conditions require. There should be at least three. In large auxiliaries as many as twelve might not be too many, especially if the work is divided among subcommittees. This committee should be chosen in January and should serve for the entire year. Those women should be selected as members who are interested in movements for community righteousness and who, by reason of some advantage (such as being a mother with growing children, a teacher, a wife of a public official, or having experience in club work or friendly visiting), can serve effectively.

4. Coöperation with the Young People and Children.

The Superintendent of Social Service should also feel the responsibility of coöoperating with the same officer of the young people's auxiliary and with the leader of the children. Plans for social service work should include these other groups of the same Church.

II. THE WORK OF THE SOCIAL SERVICE COMMITTEE.

1. *General Statement.*

The Social Service Committee is responsible for all the social service work of the auxiliary. It should hold as many meetings as are necessary to make the work vital in the life of the auxiliary. At least two a quarter would seem indispensable.

2. *Social Service Quarterly Studies and Meetings.*

The first duty of the committee is to meet as early in each quarter as is possible—*i. e.*, as soon as the new social service leaflet and questionnaire arrive—in order to study over and discuss together the topic for the quarter with a view to presenting it in the best way to the auxiliary. The questions should be divided up among the different members of the committee, that each may investigate a part of them. Conference Superintendents stand ready to help auxiliary committees in making this investigation. Toward the close of the quarter the members should come together again and map out the program for the service quarterly meeting. The program should be based upon (1) what *they themselves* have found out, (2) on the material in the leaflet, and (3) on the material in the *Voice*. (The foreign side of the topic will usually be treated in the *Voice*.) The program should always be treated from the foreign as well as the home viewpoint. The material for the children is in the *Young Christian Worker*.

The committee should not only decide upon the program, but should decide upon the one or two things that they think the auxiliary should *do* as a direct result of this study and have that also ready to present. Any decision regarding *action* should be voted upon by the auxiliary, and the auxiliary should make plans to carry it out. Outside speakers may be brought into the meeting, and in every way the topic should be made vital. The Social Service Superintendent herself may preside or have the different members of her committee preside in turn.

7. *A Word of Caution to Social Service Committees.*

Social service work presents wonderful opportunities for service which are very appealing to all our women. For this very reason there is danger of our committees attempting too much at the expense of doing any one thing thoroughly. The commit-

tees should *hold closely* to the activities called for in the report blanks and see that they are *thoroughly* done. It might be wise to consult the Conference and Council Superintendents of Social Service before entering upon any other activities. The first essential is to do the required things, and the report blank and these instructions indicate what they are.

SUGGESTIONS FOR THE SUPERINTENDENT OF SUPPLIES.

Auxiliaries or Churches may send boxes of supplies to needy preachers within the bounds of their own or other Conferences and to mission schools and institutions under the direction of the Council in the home or foreign fields, or under the direction of Conference Boards.

If any auxiliary or Church desires to send a box, the Auxiliary Superintendent of Supplies should communicate with the Conference Superintendent of Supplies, giving her own name and address and the name of the auxiliary, the Church, and the district. She will receive in reply a form containing all necessary information regarding sizes, measurements, and special needs. As soon as the box is sent, the fact should be reported to the Conference Superintendent of Supplies. Any money sent in connection with this department should also be sent through the Superintendent.

Careful attention to these directions will avoid confusion and insure credit to the auxiliary in the report of its supplies.

SUGGESTIONS FOR THE CORRESPONDING SECRETARY.

No auxiliary can reach its highest point of excellence without a Corresponding Secretary who knows her duties and undertakes them conscientiously and earnestly. She must be faithful in **every** detail, counting no part of her obligation too small to do well and promptly. She should know the fields of work in which the Mission Board is operating and be informed in the special lines of work of her Conference, her town, her Church, and her auxiliary.

THE VITAL LINE.

Let it be said here and with all emphasis possible that she is the channel of communication between the auxiliary, the district, and the Conference. Through her must come the knowledge concerning her auxiliary that the District Secretary and the Conference Corresponding Secretary must have in order that they may be furnished for their respective lines of work. Through her they must send the knowledge of Conference and Council movements that shall keep her auxiliary in close touch with the work at large. She is verily the connecting link, the channel, the point of contact, and upon her sense of obligation and her faithfulness depends much of the growth of her auxiliary.

CHRISTIAN STEWARDSHIP.

It is the duty of the Corresponding Secretary to inform herself concerning the Scriptural basis of stewardship and to secure and distribute literature on the subject. She shall present the subject of Christian stewardship at least once a quarter and shall institute plans for systematic giving of prayer, service, and money.

REPORTS.

"The Corresponding Secretary shall conduct the correspondence of the society and send to the District Secretaries full reports by the first day of each quarter. She shall also send annually to the District Secretaries and Conference Corresponding Secretaries the names and addresses of the officers of the auxiliary. She shall send her book to the district meeting for examination." If the importance of promptness and accuracy could be understood and appreciated, it would mean a large gain to the work. If the Corresponding Secretary of the smallest auxiliary fails to send her report at the appointed time, her failure renders imperfect the report of the Conference Corresponding Secretary, which, in turn, mars the quarterly and annual reports of the Home Base Secretary of the Woman's Missionary Council. A final word on reports would be: Let them be in full. It is one thing to partially fill out a blank and mail it to the District Secretary; it is quite another thing to have ready the facts that will be needed in order to give the desired information, and carefully answer each question. She should always sign her full name, give her address, and write out the name of the auxiliary.

SUGGESTIONS FOR THE RECORDING SECRETARY.

The Recording Secretary shall keep a record of the regular and called meetings and see that each meeting is properly announced. The recording of the minutes of a meeting is often of much more importance than is at first apparent. They are the journal as well as the official record of the society and should contain all resolutions, motions, and amendments; and therefore great care should be taken to have them correct and accurately recorded *after they have been approved* and signed by the President and Recording Secretary.

As the meetings of the Woman's Missionary Society are designed to extend missionary knowledge as well as to transact business, the Secretary can make her minutes such a pleasing feature of the meeting that members coming too late to hear them read will feel that they have lost the best part of the meeting.

Meetings should be announced in time from the pulpit, in the Sunday school, and in the daily papers, but not so long in advance that the day and hour are likely to be forgotten. Some Recording Secretaries send postals or telephone announcements to members afflicted with treacherous memories.

SUGGESTIONS FOR THE TREASURER.

The office of Auxiliary Treasurer is one of the most important, for on her fidelity the success or failure of the work largely rests.

The duty of the Treasurer, as defined in the By-Laws, is as follows:

"The Treasurer shall collect all moneys of the auxiliary, keep an account of the same, and make an itemized report monthly to the auxiliary. She shall remit to the Conference Treasurer on the first of April, July, October, and January, giving an itemized statement of the amount, a duplicate of the same to be furnished the Auxiliary Corresponding Secretary. The books of the Treasurer shall be audited annually."

Read carefully "Instructions in Regard to Funds," on page 32.

Aside from merely collecting the money, the Treasurer should be able to do inspirational work by way of educating in Chris-

tian stewardship and explaining the different funds and their uses she should encourage giving as a privilege and not as a burden.

The accurate, up-to-date Treasurer will be instant in season and out of season, collecting all funds quarterly, such as dues, Conference expense funds, pledges, and specials; and then will promptly make her report to the Conference Treasurer, *stating clearly the amount of each particular fund, and in case of scholarships and Bible women always giving the name of the one being supported and also the name of the individual or organization furnishing the money and the field to which it is to be sent.*

"To pray and to pay" are faith and works, the very foundation stones of our great organization.

SUGGESTIONS FOR THE AGENT OF THE MISSIONARY VOICE.

The Agent should strive to place the paper in every family in the Church. One pastor was so determined to achieve this large result that he gave the basket collection on a certain auspicious occasion as a starting fund to place the *Voice* in homes where the family was too poor to pay fifty cents a year. With this fund as a basis, he laid upon his Woman's Missionary Society and his missionary committee the responsibility of seeing that no home in the Church lacked the paper.

One model Agent, who did not have so much help from her pastor, secured from him a list of all the members of the Church and took time to go from home to home, carrying a copy of the *Voice* with her and calling attention to its excellencies. She succeeded in enlisting a large proportion of the entire membership.

Another, not satisfied with merely securing subscribers, made it a part of her business to interest the subscribers in *reading* their paper by calling attention to special articles that would interest various individuals and by having some little selection from the current number ready to read at monthly meetings of Adult or Young People's Auxiliaries, at prayer meeting, and at Sunday school.

Another organized a *Missionary Voice Club* to meet once a month. The program was arranged from the current number of the *Voice* and a social time insured. This venture proved so successful that it became the "social event" of the town.

No member of the society has a larger opportunity for usefulness than the Agent of the *Missionary Voice*, for she truly may "prepare the way of the Lord."

SUGGESTIONS FOR AUXILIARY MEMBERS.

1. Members should attend every meeting of the auxiliary in a spirit of prayer.
2. Members should be present at the hour appointed for the meeting and should remain to the close of the session, if possible.
3. Each member should put her best mental and spiritual efforts into the preparation of any duty assigned to her.
4. All dues and all special offerings should be paid promptly, remembering that the failure of members to pay their moneys quarterly affects the finances of the Board, causing deficits and incurring unnecessary interest.
5. Each member of an auxiliary should try to interest others and to increase the membership. Each woman should have a prayer list, including the missionary workers, schools, etc.
6. Each member should realize that the success of the Woman's Missionary Society depends upon the faithful performance of duty by the members. Competent officers count for much, but they cannot accomplish any great results without the loyal support of the members.
7. Each member should give loyal, enthusiastic service.

INSTRUCTIONS IN REGARD TO FUNDS.

The moneys of the Woman's Missionary Society may be classified as follows:

1. Dues.
2. Life memberships.
3. Pledge.
4. Specials.
5. Relief and Retirement Fund.
6. Memorial funds.
7. Annuity and endowment funds.
8. Conference Expense Fund.
9. City missions.
10. Local funds.

DUES.

The dues in the Adult Auxiliary are twenty cents a month, \$2.40 a year. The dues are to be used for the maintenance of the general work, such as schools, hospitals, missions, immigrant work, etc. No part of the dues can be retained in the auxiliary or Conference for local expense.

The moneys for both the Young People's and Children's Auxiliaries are used for objects designated at the annual meeting of the Woman's Missionary Council.

LIFE MEMBERSHIPS.

A person may become a life member of the Adult Auxiliary by paying \$25 for that specific purpose, an honorary life member by the payment of \$100, and an honorary life patron by paying \$300.

A person may become a life member of the Young People's Auxiliary by paying \$15 for that specific purpose.

A person may become a life member of the Junior Division of the Children's Auxiliary by paying \$10 for that specific purpose. A person may become a life member of the Baby Division of the Children's Auxiliary by paying \$5 for that specific purpose.

PLEDGE.

The dues have never been adequate for the support of the work, and each member of the auxiliary is asked to make an additional contribution for its maintenance and extension. These contributions are called the pledge.

These pledges and the dues form the basis of the appropriation made by the Council for the support of the work, and it is very necessary that each auxiliary secure a pledge from each member if the total amount is to be adequate. The pledges should be taken at the January meeting, though continuous effort should be made throughout the year to reach all the members. Cards are provided for taking the pledge, and these may be obtained free in any number desired from the Home Base Secretary. Do not wait until time for the meeting to order.

The auxiliary pledges for the year should be reported to the District Secretary, who should report them at the annual meeting of the Conference. The total pledge of each Conference should be reported by the Conference Secretary or alternate at the Council meeting.

Mite box money, Easter offerings, and thank offerings (not Week of Prayer) are a part of the pledge and should be so reported.

The support of a student by a scholarship—of a worker, as a missionary, deaconess, a native teacher or Bible woman, or of some specific work, as a school or settlement—may be assigned to an individual, an auxiliary, a district, or a Conference, and money received in this way may be included in the pledge. This is done for the purpose of giving the donors a closer touch with the work. The assignment should be made by the Administrative Secretaries of the Home and Foreign Departments. *These assignments must always be for some work included in the appropriations made by the Council.*

SPECIALS.

Specials are funds directed by the donors to some particular object not included in the regular appropriations of the Council. The amounts may be paid by individuals, Churches, districts, or Conferences.

The money for these specials should be sent to the Conference Treasurer, clearly designated, so it can be sent by the Council Treasurer to the person or object for whom it was given. The Conference Secretary and Treasurer should be consulted when a special is undertaken and when one is discontinued.

These specials cannot be located in the foreign field until the full amount of money is in the hands of the Treasurer of the Woman's Missionary Council. It is sent to the field the next quarter after it is received.

Specials may be undertaken through correspondence with the Administrative Secretaries of the Home and Foreign Departments. When a special is discontinued the council treasurer and the Administrative Secretaries should be notified.

Week of Prayer.

The special objects for which the Week of Prayer money is used are designated at the annual meeting of the Woman's Missionary Council.

RELIEF AND RETIREMENT FUND.

Each member is asked to pay ten cents a year toward the Relief and Retirement Fund. All Memorial Roll moneys shall

be added to this fund. This is a vested fund, the interest of which is to be used for the relief of the sick and superannuated missionaries and deaconesses.

MEMORIAL FUNDS.

Names may be placed on the Memorial Roll by gifts for that specific purpose—\$25 for adults, \$15 for young people, and \$10 for children.

ANNUITY AND ENDOWMENT FUNDS.

Annuities.—The annuity plan is an arrangement by which a person who desires to give money to the cause may, during her lifetime, receive some income from the gift. The money is paid into the treasury of the Woman's Missionary Council, and the donor receives interest during her lifetime, payable January 1 and July 1. Persons desiring to invest money in this way should write to the Administrative Secretary of the department for which the money is given. She will then receive a certificate which is a guarantee of the interest.

Endowments.—Some persons are especially interested in certain institutions and desire to give money for their endowment. This money is a vested fund, and the interest is paid regularly for the support of a department of work or the institution that is endowed.

CONFERENCE EXPENSE FUND.

Each Conference is allowed to fix an amount that will be asked of each member for the purpose of meeting the expenses of the Conference Society, such as the travel of the Conference officers, the holding of district meetings, paying for postage and stationery, and the purchase of leaflets and other literature. This fund is known as the Conference Expense Fund and should be emphasized in each auxiliary, as dues and pledges are not allowed to be used for local expenses.

CITY MISSIONS.

Where a city mission board exists in a community each auxiliary which has representatives on the board is pledged to bear a *pro rata* of the expenses. This pledge is raised by voluntary gifts, not necessarily from members of the auxiliary, but from the Church membership and outsiders who may be interested. The amount spent for current expenses is reported to the Conference and Board Treasurers on a voucher prepared for the

purpose. The Woman's Missionary Council makes an appropriation of ten per cent if as much as \$720 is reported by voucher.

LOCAL FUNDS.

As conditions vary in different communities, each auxiliary must fix its own method of financing its local work, and funds shall be raised as the auxiliary directs.

DISTRIBUTION OF FUNDS.

All undirected funds will be divided by the Council Treasurer and forty per cent used for the support of the home mission work and sixty per cent for the use of the foreign mission work.

REMITTANCES.

All moneys, save the city mission money, must be sent each quarter to the Conference Treasurer, who in turn sends them to the Council Treasurer. Specials should be plainly marked.

Conference Expense Funds shall be kept in the Conference Treasury.

Remember that the Council Treasurer closes her books on the twentieth of the first month of each quarter. Be prompt.

LITERATURE AND SUPPLIES.

The intelligent use of the literature is a mighty force in the great missionary enterprise of to-day. The Woman's Missionary Council of the Methodist Episcopal Church, South, publishes and handles a complete assortment of all the literature necessary for the conduct of the work.

All supplies, except mission study books, shall be ordered from the Home Base Secretary, 810 Broadway, Nashville, Tenn.

Mission study books shall be ordered from Smith & Lamar, 810 Broadway, Nashville, Tenn.

BOOKS.

"Why and How." A history of the Home Mission Society written in story form for children and young people. By Mary Helm. Price, 30 cents.

"A Beautiful Gem." The heart story of a Chinese girl, the first graduate from the Laura Haygood Memorial. Written by Janie Watkins. Price, 50 cents.

"In Bethany House." By Mary Elizabeth Smith. Price, \$1.25.
"The Days of June." By Mary Culler White. Price, 50 cents.
"Pokjumie." A Korean story. By Ellasue Wagner. Price, 50 cents.
"Kim Su Bang." A Korean story. By Ellasue Wagner. Price, 50 cents.
"Religion in Social Action." By Graham Taylor. Price, \$1.25.

LEAFLETS.

Leaflets to be used in carrying out the programs of the regular monthly meetings of the auxiliaries are sent to the Conference Corresponding Secretary (or to some one selected by the Conference) for distribution to the auxiliaries at the beginning of each quarter. Any adult auxiliary failing to receive the leaflets should notify the District Secretary. The literature for the young people and children is distributed by the Conference First and Second Vice Presidents in most Conferences, and they should be notified of any failure to receive it. A request direct to the Home Base Secretary will always secure a supply of this literature. These leaflets for the monthly meetings are issued free of cost.

Besides the monthly leaflets, a supply of good leaflets relating to the different departments and phases of work and to the institutions and workers of the Council in every field is kept on hand. Also the most attractive leaflets of other boards are kept in stock. A supply of these special leaflets selected with reference to any field or subject may be had from the Home Base Secretary for ten cents. In selecting these consult the catalogue of publications.

MISSION STUDY Books.

The list of mission and Bible study books, with prices, may be obtained from the Home Base Secretary.

A booklet containing suggestions for leaders for mission study classes is prepared for each book in the course and is furnished with leaflets appropriate to the subject for ten cents.

THE MISSIONARY VOICE.

This is the authorized organ of the Board of Missions. It contains news from the home and foreign fields, discussions of world movements and approved plans of work, also helpful mate-

rial to be used in connection with the missionary meeting. Price, 50 cents a year. Address the *Missionary Voice*, 810 Broadway, Nashville, Tenn.

THE YOUNG CHRISTIAN WORKER.

This is the missionary publication for the children, published by the Woman's Missionary Council. It is filled with bright and attractive missionary stories and information and with material to be used in connection with the missionary meeting. Price, 25 cents a year. Address *Young Christian Worker*, 810 Broadway, Nashville, Tenn.

THE BULLETIN.

This is a monthly publication giving the latest news and facts concerning all the work of the Woman's Missionary Council. The *Bulletins* are sent to the Conference Study and Publicity Superintendents, who in turn distribute them to the auxiliaries in their Conferences.

ORGANIZATION MATERIAL.

All supplies necessary for the organization of a missionary society can be had upon application to the Home Base Secretary. Postage should accompany request.

"HELPS FOR MISSIONARY SOCIETIES."

This booklet contains all information necessary for the organization and conduct of a missionary society. Each newly organized adult society is entitled to two copies and each young people's and children's society to one copy free of charge. Additional copies may be had for five cents each, or fifty cents a dozen.

For convenience, the duties of officers are published in leaflet form and may be had upon application. Postage should accompany request.

THE YEARBOOK.

One copy of this booklet, containing outline programs for the adult auxiliary meetings, is furnished at the beginning of the year to each auxiliary. Additional copies may be had at the rate of five cents each, or forty cents per dozen. Yearbooks are also prepared for the young people and children and furnished to each auxiliary. Additional copies for the young people may be had at two for five cents, or twenty-five cents a dozen.

Material for working out these programs is contained in the monthly leaflets, in the *Voice*, and in the *Young Christian Worker*.

RECORD AND REPORT BOOKS.

Each adult, young people's, and children's society should have a set (two) of Record and Report Books.

1. A Treasurer's book.
2. A Record and Report Book containing on perforated sheets report blanks for each of the officers except the Treasurer.

COUNCIL MINUTES.

As soon as possible after the Council meeting each auxiliary will be furnished one or more copies of the Council Minutes. This publication contains a record of all legislation enacted, besides a full report from each missionary and deaconess appointed by the Council. A careful study of its contents should be made by each society. Additional copies may be had for 10 cents.

MAPS.

Consult Catalogue of Supplies.

CATALOGUE OF PUBLICATIONS AND SUPPLIES.

This contains a detailed list of all missionary literature in stock and may be had upon application.

CONSTITUTION AND BY-LAWS FOR ADULT AUXILIARIES.

CONSTITUTION.

Any number of women may form an Adult Society auxiliary to the Conference Woman's Missionary Society by adopting the following Constitution and By-Laws and electing the officers therein provided:

1. This society shall be called the Woman's Missionary Society of the — Church, auxiliary to — Conference Society of the Woman's Missionary Council of the Methodist Episcopal Church, South.
2. The object of this auxiliary shall be to hasten the coming of the kingdom of God throughout the world by enlisting the

women, young people, and children in a study of the needs of the world and in active missionary service; by raising funds for the evangelization of mission fields at home and abroad, for the maintenance of the institutions under the care of the Woman's Missionary Council, and for the betterment of civic and social conditions.

3. Any one may become a member of this auxiliary by giving prayer, service, and a contribution to the annual auxiliary budget. The auxiliary shall assume the responsibility of the payment of a budget, the total amount of which shall include annual dues of \$2.40 per member, a contribution to the Conference Expense Fund from each member, and to the Retirement and Relief Fund from each member, and a pledge from the auxiliary. The dues, pledge, and any other undirected funds shall be prorated by the Council, forty per cent for the home and sixty per cent for the foreign work. Opportunities shall be given for offerings to be directed by individual donors for the support of special work. These special offerings by individuals shall not be prorated.

4. Any one may become a life member of the auxiliary by the payment of twenty-five dollars, an honorary life member by the payment of one hundred dollars, and an honorary life patron by the payment of three hundred dollars, provided the money be paid for that special purpose. It shall not be included in the pledge nor in any special assumed by individuals or that has been assigned to the auxiliary. Such membership should be considered as an honor and should not release the holders from the obligations of active membership.

5. A name may be placed upon the Memorial Roll by the gift of \$25 for that specific purpose.

6. Every auxiliary member shall pay toward the Relief and Retirement Fund and the Conference Expense Fund.

7. The auxiliary shall carry on local work, which shall consist of the care of the parsonage and the charity work of the Church. This work may be done through a committee, the funds to be raised as the auxiliary directs.

8. The officers of the auxiliary shall be a President, two Vice Presidents, a Corresponding Secretary, a Recording Secretary, a Treasurer, an Assistant Treasurer, and Superintendents of Study and Publicity, of Social Service, and of Supplies. These officers shall constitute the Executive Committee of the auxiliary.

9. The auxiliary shall hold one or more meetings during the month for the transaction of business and for the study of the work. The first regular monthly meeting of the year shall be devoted to the consideration of plans and financial pledges for the new year and to the installation of officers. At the last business meeting of the fiscal year the annual election of officers shall be held.

BY-LAWS.

1. The President shall preside at all meetings of the auxiliary and shall actively advance its interests. In her absence one of the Vice Presidents shall assume her duties.

2. The First Vice President shall be responsible for the organization of the Young People's Auxiliary and shall develop and direct its work. She shall send reports when required by the First Vice President of the Conference.

The Second Vice President shall develop and direct the work of the children's auxiliary. She shall send a quarterly report to the Second Vice President of the Conference.

3. The Corresponding Secretary shall conduct the correspondence of the auxiliary and shall promote Christian stewardship. She shall send to the District Secretary full reports by the first of January, April, July, and October. She shall also send to the District Secretary and Conference Corresponding Secretary the names and addresses of all newly elected officers of the auxiliary. She shall send her books to the district meeting for examination.

4. The Recording Secretary shall keep a record of the regular and called meetings and see that each meeting is properly announced.

5. The Treasurer shall collect all moneys of the auxiliary, keep an account of the same, and make an itemized report monthly to the auxiliary. She shall remit to the Conference Treasurer on the first of January, April, July, and October, giving an itemized statement of the amount, a duplicate of the same to be furnished the Auxiliary Corresponding Secretary. The books of the Treasurer shall be audited annually.

6. The Assistant Treasurer shall have charge of local funds. She shall make a monthly report to the auxiliary, and she shall furnish the Treasurer a quarterly statement to be included in her report. She shall pay out money from the local treasury

only upon an order signed by both the President of the auxiliary and the chairman of the local committee.

The auxiliary as a society shall not assume obligation for the assistance or support of outside organizations, such as orphanages, hospitals, travelers' aids, Y. W. C. A., etc.

7. The Superintendent of Study and Publicity shall be responsible for the organization of mission study and Bible study classes and prayer circles and for the dissemination of missionary information through the Church and secular press. She shall report quarterly to the Conference Superintendent of Study and Publicity.

8. The Superintendent of Social Service shall stimulate and direct the study and investigation of social questions and shall seek to bring about social reforms. She shall report quarterly to the Conference Superintendent of Social Service.

9. The Superintendent of Supplies shall superintend the sending of boxes and necessary supplies to ministers of the Methodist Episcopal Church, South, and to institutions in the home and foreign fields under the direction of the Council. She shall report each box sent and its value to the Conference Superintendent of Supplies.

10. The Vice Presidents, Secretary, Treasurer, and Superintendents shall make written reports at the regular meetings.

CONSTITUTION AND BY-LAWS FOR YOUNG PEOPLE'S AUXILIARIES.

CONSTITUTION.

1. This auxiliary shall be called the Young People's Society of —— Church, auxiliary to —— Conference Society of the Woman's Missionary Council, Methodist Episcopal Church, South.

2. The object of this auxiliary shall be to hasten the coming of the kingdom of God throughout the world by enlisting the young people in active missionary service, by raising funds for the evangelization of mission fields at home and abroad, for the maintenance of the institutions under the care of the Woman's Missionary Council, and for the betterment of civic and social conditions.

3. Any one between the ages of fourteen and twenty-one may become a member of the auxiliary by giving regularly prayer,

service, and a stated offering monthly or quarterly. Each member shall be asked to make an offering for the maintenance or extension of such objects of work in the home and foreign fields as are assigned to the young people by the Council. Such funds shall constitute the pledge of the auxiliary.

Membership funds and pledges shall be prorated by the Council Treasurer—forty per cent for the home and sixty per cent for the foreign work.

Each member shall be expected to contribute to the Retirement and Relief Fund and to the Conference Expense Fund.

4. Any one may become a life member of the auxiliary by the payment of fifteen dollars, provided the money be paid for that special purpose. It shall not be included in the pledge nor in any special assumed by individuals or that has been assigned to the auxiliary.

5. A name may be placed upon the Memorial Roll by the gift of fifteen dollars for that specific purpose.

6. The officers of the auxiliary shall be a President, two Vice Presidents, a Corresponding Secretary, a Recording Secretary, a Treasurer, and the Superintendents of Study and Publicity, of Social Service, and of Supplies.

7. The auxiliary shall hold one or more meetings during the month for the transaction of business and for the study of the work. At the last meeting of the fiscal year there shall be the annual election of officers. At the following meeting there shall be a full report of the year's work, installation of officers, and consideration of plans for work and financial pledges for the new year.

By-LAWS.

1. The President shall preside at the meeting of the auxiliary and shall in every way advance its interests. In the absence of the President one of the Vice Presidents shall preside.

2. The First Vice President shall keep in touch with the First Vice President of the Conference and shall report to her quarterly the full scope of the work.

The Second Vice President shall assist the Second Vice President of the Adult Auxiliary in superintending the Children's Auxiliary.

3. The Corresponding Secretary shall conduct the correspondence of the auxiliary and shall promote Christian stewardship.

She shall report the full scope of the work quarterly to the District Secretary, to whom she shall send the names and addresses of the newly elected officers.

4. The Recording Secretary shall keep a record of the regular and called meetings and shall see that each meeting is properly announced.

5. The Treasurer shall collect all funds of the auxiliary, keeping a ledger account of the same, and remit to the Conference Treasurer on the first of January, April, July, and October.

6. The Superintendent of Study and Publicity shall be responsible for the organization of mission study and Bible study classes, for prayer circles, and for the dissemination of missionary information through the Church and secular press. She shall have charge of subscriptions to the *Missionary Voice* and the *Young Christian Worker*. She shall report quarterly on the first day of January, April, July, and October to the Conference Superintendent of Study and Publicity.

7. The Superintendent of Social Service shall have charge of social service studies issued by the Council. She shall co-operate wherever possible in the social service movements of her Church and community. She shall report quarterly on the first day of January, April, July, and October to the Conference Superintendent of Social Service.

8. The Superintendent of Supplies shall superintend the packing and sending of boxes of supplies to institutions in the home and foreign fields under the direction of the Council. She shall report each box sent and its value to the Conference Superintendent of Supplies.

CONSTITUTION AND BY-LAWS FOR CHILDREN'S AUXILIARIES.

CONSTITUTION.

1. This auxiliary shall be called the Children's Society of — Church, auxiliary to — Conference Society of the Woman's Missionary Council of the Methodist Episcopal Church, South.

2. The object of the auxiliary shall be to hasten the coming of the kingdom of God throughout the world by giving the children of the Church missionary education, training them for Christian

service, and by cultivating in them habits of liberal and systematic giving and of daily Bible study and prayer.

3. The Children's Auxiliary shall consist of Baby and Junior Divisions, under the direction of the Second Vice President of the Woman's Missionary Auxiliary, whose work shall be correlated with that of the Conference Second Vice President. All membership, mite box, and other undirected funds shall be sent through the Conference Treasurer, to be prorated by the Council on the basis of forty per cent to home and sixty per cent to foreign work.

Baby Division.

1. Any child six years of age or under may become a member of the Baby Division upon the payment of an enrollment fee of twenty-five cents. Each member of the Baby Division shall be given a certificate of membership and shall be furnished with a mite box for voluntary offerings. The mite boxes shall be opened and their contents sent quarterly by the Treasurer of the Junior Division to the Conference Treasurer. Where there is no Junior Division through which to report, the Second Vice President of the Adult Auxiliary shall send the money of the Baby Division to the Conference Treasurer.

2. Any one may become a life member of the Baby Division of the Children's Auxiliary by the payment of five dollars, provided the money be paid for that specific purpose. It shall not be included in the pledge nor in any special assumed by individuals or that has been assigned to the Baby Division of the Children's Auxiliary.

3. Names of children may be placed on the Memorial Roll by the gift of ten dollars.

4. Special meetings for the members of the Baby Division shall be arranged by the Second Vice President of the Adult Auxiliary, at which time inspirational programs shall be presented.

5. Members of the Baby Division, at the age of six years, shall be promoted to the Junior Division and shall be given certificates of promotion.

6. The Second Vice President of the Adult Auxiliary shall have charge of the Baby Division.

Junior Division.

1. Any child between the ages of six and fourteen may become a member of the Junior Division of the Children's Auxiliary by

giving regularly prayer, service, and a stated monthly offering to missions. Each member of the Junior Division shall be furnished with a mite box for voluntary offerings. Mite boxes shall be opened quarterly, and the contents, with all other offerings, shall be sent to the Conference Treasurer.

2. Any one may become a life member of the Junior Division of the Children's Auxiliary by the payment of ten dollars, provided the money be paid for that special purpose. It shall not be included in the pledge nor in any special assumed by individuals or that has been assigned to the Junior Division of the Children's Auxiliary.

3. Names of children may be placed on the Memorial Roll by the gift of ten dollars.

4. The officers of the Junior Division shall be a President, two Vice Presidents, a Corresponding Secretary, a Recording Secretary, a Treasurer, and Superintendents of Study and Publicity and of Social Service. These officers, with the Second Vice President of the Adult Auxiliary, shall hold a meeting of the Committee of the Children's Auxiliary.

5. The Junior Division shall meet at least twice a month to transact necessary business and to follow the lines of study arranged by the Woman's Missionary Council, for which programs shall be furnished. At the close of each quarter the Second Vice President of the Adult Auxiliary shall hold a meeting of the Executive Committee of the Junior Division to see that the work of the quarter is correctly and promptly reported to the proper officers. At the last meeting of the fiscal year there shall be the election of officers. The first regular monthly meeting of the year shall be devoted to making plans and financial pledges for the new year's work.

BY-LAWS.

1. The President shall preside at the meeting of the auxiliary and in every way advance its interests. In the absence of the President one of the Vice Presidents shall preside.

2. The First Vice President shall assist in the work of the Baby Division. The Second Vice President shall be agent for the *Young Christian Worker*.

3. The Corresponding Secretary shall conduct the correspondence of the auxiliary and promote Christian stewardship and shall report quarterly to the District Secretary. The Correspond-

ing Secretary shall send the names and addresses of all newly elected officers to the District Secretary.

4. The Recording Secretary shall keep a record of the regular and called meetings of the auxiliary and shall see that each meeting is properly announced.

5. The Treasurer shall collect all funds of the auxiliary, keeping a ledger account of the same, and shall remit to the Conference Treasurer quarterly. The Treasurer's books shall be audited annually.

6. The Superintendent of Study and Publicity shall assist in organizing and developing mission study and Bible study classes and shall send items of missionary news to the *Young Christian Worker* and local papers. She shall report quarterly on the first day of January, April, July, and October to the Conference Superintendent of Study and Publicity.

7. The Superintendent of Social Service shall assist in carrying out such lines of social service study and activity as are sent out by the Council. She shall report quarterly on the first day of January, April, July, and October to the Conference Superintendent of Social Service.

CHAPTER II.—THE DISTRICT.

THE DUTIES OF THE DISTRICT SECRETARY.

THE SCOPE OF THE OFFICE.

The importance of the office of District Secretary is not exceeded by that of any other in the Missionary Society. Its extent is bounded only by the limits of the district, and every missionary activity within that territory should be perfectly familiar to the District Secretary.

A newly elected Secretary should, first of all, study her territory, learning its extent, the number of pastoral charges, those organized and those unorganized, the strength and membership of its various Churches, the proportion of auxiliary members to the women members of the Church, the reasons why more women are not working for missions, and, as far as possible, the financial ability and spiritual condition of the people. She should commune earnestly with God to know his plan. The time spent in prayer brings the greatest results. When some special undertaking has been decided upon, it is well to enlist one or more circles of prayer in definite and systematic petition in its behalf.

DUTIES TOWARD AUXILIARIES.

The duties of the District Secretary are varied and comprehensive. She is responsible in her territory for the distribution of literature, for correspondence, for the receiving and compiling of auxiliary reports, and for visitation. These are her four great opportunities for service to the auxiliary.

She must see to it that all literature is sent out promptly, and that its use is thoroughly understood, so that it may be put to the best advantage. She should not only supply auxiliaries, but should judiciously distribute matter in the charges that have not been organized, thus carrying on an educational campaign that will create missionary sentiment. If she can establish a district circulating library on missions, it may prove a benefit in stimulating interest in rural communities. It is her duty to do all in her power to obtain subscribers to the *Missionary Voice* and to the *Young Christian Worker*. She should send items of interest to the *Missionary Voice* and to the Conference Superin-

tendent of Study and Publicity for publication in the Church papers, and she should supply missionary news to the secular press.

She should keep in regular touch with the auxiliaries by correspondence and by at least one visit a year. The annual all-day meeting and the day of installation of auxiliary officers are two occasions when the presence of the District Secretary is especially welcome and beneficial. If there is difficulty in securing reports at the proper time, a visit resulting in personal acquaintance with the officers will set the matter right as nothing else can. She should reply promptly and fully to all questions, and in order to do so must keep herself well informed on all matters pertaining to the work. The weak auxiliary must be a point of constant watchfulness. It is as important to nurture a failing society as to organize a new one, and it should be aided by letters, special literature, a visit, a conference with the officers, or by any other means possible.

ORGANIZATION.

She should be on the constant lookout for opportunities for organization. One of the first steps in organizing is the establishment of friendly coöperative relations with the presiding elder and the pastors of the district. The pastor of the Church holds the key to the situation. His interest and assistance are the organizer's assurance of success and should never be neglected. A conference with the presiding elder will often suggest a new charge to be organized or give much needed information in order to plan the work wisely.

RESPONSIBILITY FOR DEPARTMENTS.

The District Secretary shares with the Conference Vice Presidents and Superintendents the responsibility of the four departments of work. She must understand the condition of the work among the young people and children in the district and be ready to lend a helping hand in organizing, in suggesting lines of work, in holding special meetings, and in making plans to enlist their interest.

She should be familiar with the literature on mission study and be ready to form classes whenever her help is needed. She should be prepared with an inspiring talk on Christian stewardship which she should give each auxiliary that she visits. She should coöperate with the Conference Superintendent of Social

Service in establishing the work of social service. She should be prepared to recommend reading matter on Christian stewardship, on mission study, and on social service whenever she finds that it will be helpful.

FUNDS.

The collection of funds is in the hands of the Treasurer, but the District Secretary must keep accurate account of the financial condition of each auxiliary. She makes the pledge for her district at the Annual Conference meeting, and the payment in full of that pledge is a matter of vital interest to her. She is responsible for the raising of the necessary amounts, and a word from her is a stimulus to a flagging society.

It is of utmost importance to the work, both at home and abroad, that *quarterly* payments should be made. If one-fourth of the annual pledge is paid each quarter, it means a steady income to the Council with no interest to pay on borrowed money. This fact must be impressed upon each auxiliary.

REPORTS.

The District Secretary shall receive the reports from the Auxiliary Corresponding Secretary on the first day of each quarter. She must tabulate these reports on the blank provided for that purpose and send it to the Conference Corresponding Secretary on the fifth day of April, July, October, and January. All columns should be added and totals carefully set down at the bottom of the page. This is one of the most particular and specific duties she has to perform, and it should never be omitted or delayed. Failure to send the report in on time means inaccuracy in both Conference and Council reports.

She should present a report of the work of her district at the District Conference. If the presiding elder does not invite her, she should ask permission to speak a few minutes on the women's missionary work.

FINAL.

One who knows says of the District Secretary: "She should love the work and the workers. Without the element of love, mission work lacks vitality. Missions is animated love." In "blessed preparedness" she will go forth with prayer, with faith and thanksgiving, for it is her Christ who said: "Lo, I am with you alway."

THE DISTRICT MEETING.

Careful preparation must be made for the District Meeting, for it is here that the inspiration to the auxiliary must be sought and found. A good attendance is essential to success. At least two persons should attend from every auxiliary and, if possible, a delegation should be secured from every unorganized charge. Institutes on auxiliary work are a necessity. An hour on work among young people and children, another on mission study, and a third on social service are most valuable. Speakers on inspirational topics should be given ample time. Four or five good sessions are not too many. Each delegate and visitor must be made to feel that the district meeting is her great opportunity to learn the work. An ideal to work toward is the attendance of every auxiliary officer in the district.

To THE LEADERS.

Do not make the program too long. Our meetings are often so overcrowded that there is no chance to use good things which may appear unexpectedly. On the other hand, be sure to have a well-digested plan that will give a full presentation of all the departments of the work.

Do not think that you must talk on every subject yourself. A dozen little speeches in a day by the presiding officer are out of order. Hold your meeting well in hand, guiding and controlling it, but give others a chance to talk within proper limits. If you are better informed on a point, call some one to the chair and make your explanation.

Be prompt in carrying out the program. Begin each session at the hour named. The day has gone by when our women must read everything from paper. Many come with ideas which they are glad to contribute if they are needed. Give them a chance.

Be parliamentary and businesslike. These things can be acquired by a little study, and no one has a right to be a leader who is not willing to take this trouble.

Speak clearly and distinctly. Do not merely converse in an ordinary tone to those near you, but rise when you speak and make yourself heard and understood by your audience.

To THE SPEAKERS.

Follow your orders. If requested to occupy three minutes, do not take five; if five, do not make it fifteen. If you do, you rob some one else who has tried as hard as yourself to furnish something for the meeting.

Forget yourself in your presentation of a subject, so that you will not be frightened. Be so intent on making yourself heard and understood that your timidity shall not assert itself. Even the grandest address fails of its purpose if it be not heard.

Let your speeches and papers be original, if possible; at any rate, give an original setting to your facts.

In a convention of workers it may be taken for granted that they are tolerably well informed, but long to know more of the progress of the work and of the workers, their difficulties, their trials, their wants, their comforts, and their encouragements.

DUTIES OF DELEGATES TO THE DISTRICT MEETING.

1. The delegate selected to represent her society at a public meeting should go, unless prevented by some serious providence, in which case she should inform her alternate and urge her to go. If neither can attend, she should not fail to notify the Chairman of the Reception Committee at the place where the meeting is to be held. She should obtain from her Secretary and Treasurer a clear, explicit statement of the work of her auxiliary, giving correct figures under their proper headings, which should be handed in as the report. In addition to this, she should tell of any help or hindrance she may have had, that her experience may be of service to others.

2. She should familiarize herself with the minutes of the preceding annual meeting and with the latest Board minutes, carry a copy of each for reference, and should get instructions from the auxiliary as to the amount to be pledged for special Conference collections.

3. She should attend all the sessions of the meeting and remain until the close, unless some very urgent duty calls her away.

4. She should have a pencil and tablet, note all the proceedings, and prepare a good report for the society that she represents, not merely saying, "We had a good meeting," but tell why and how it was beneficial.

5. She should report to her auxiliary at the first meeting after her return home, calling attention to all resolutions and plans proposed at the meeting, and urge her auxiliary to act upon them.

6. She should give out all the information and enthusiasm she can to inspire those who did not go, and do all in the spirit of prayer.

CHAPTER III.—THE CONFERENCE.

OFFICERS.

REQUISITES TO DEVELOPMENT.

Within the bounds of every Conference there are latent possibilities which, if developed, will make the Conference a factor in establishing God's kingdom on earth and a power for righteousness.

Three things are necessary: consecrated officers, a knowledge of conditions within the Conference, and definite plans of work.

OFFICERS.

It is essential that each officer of a Conference should know the fields and the methods of work in all departments.

Each woman should make a careful study of the duties of her office and should realize her responsibility as an officer and her relationship to the whole work. Unless each component part performs its functions, there is a weakness in the entire structure.

It shall be the duty of each officer, after a careful study of conditions and methods, to develop the work of her department in line with suggestions of a like officer in the Council. She should feel a responsibility not only for her line of work, but for the success of the work as a whole.

She should know conditions of life in our mission fields and the work of our Mission Boards and be able to present the work at district and Conference meetings and to congregations in the unoccupied territory within the Conference.

There should be a cordial coöperation between the District Secretaries and the Vice Presidents and Superintendents.

The best results can be attained only when the President of the Conference holds the lines of administration in her hands and sees that the plans of the Conference officers are made operative.

We must be doers of the Word.

STUDY OF CONDITIONS.

An intelligent study of conditions in the Conference must lead to the formation of plans of work which will result in or-

ganization in the district and in growth along all lines of the work. The best results are not possible without a knowledge of conditions. We must know needs to meet them.

It will be found helpful to have a map of the Conference, that we may know the opportunities for organization and the territory which is purely missionary, that we may send to such places occasional letters, together with suitable literature for distribution.

When there is failure in the proper development of any line of work, the Conference officers should, upon receiving the reports, correspond with the District Secretary or with the officer in charge of the work in the auxiliary and investigate the condition.

PLANS OF WORK.

Some one has said: "Plan your work thoroughly and thoroughly work your plan." Definite work can be accomplished only through definite plans.

Meager results can often be accounted for by the lack of definiteness of plans, and one sign of encouragement to-day is that Conference officers are putting a definite aim before the Conference. It has been said that the success of missions lies in three things: an aim, a purpose, and a business policy.

THE EXECUTIVE MEETING.

Where it is practicable, quarterly or semiannual meetings of the Executive Committee are advisable.

In the executive meetings there is opportunity for coöperation and planning and for instructing new officers. There is also the inspiration to be gotten from the reports by the officers of the work which is being done in their departments. No officer will come many times to a meeting without having made an effort, and the effort will be crowned with results.

It is desirable, if possible, to select the officers from different parts of the Conference; and if the distance and the expense of travel make the executive meeting impracticable, coöperation should be established and plans of work given through correspondence.

FINANCES.

In the executive meeting there should be free discussions of funds, and the responsibility of meeting the financial obligations should be shared by the officers and District Secretaries.

Monthly payment of dues and pledges should be encouraged, and the necessity of each quarter's assessment being paid in full should be emphasized.

Appropriations for the office and traveling expense of officers and District Secretaries should be made, covering the expense of visitation necessary to strengthen the work in weak places and organization in unoccupied territory.

THE ANNUAL MEETING.

It will be found necessary in every Conference to magnify the importance of the district meeting. The annual meeting should be used as an opportunity to receive the reports of work done and develop plans for the enlargement of the work.

PREPARATION.

The success of the meeting will depend on the preparation and prayer of the leader and officers, preparation and prayer on the part of the delegates and auxiliary members.

Upon the officers will devolve the responsibility of bringing to the meeting such suggestive plans as will, in their judgment, advance the work.

The reports of the officers should be brought to the meeting carefully written in ink on one side of the paper, with the proper headings. After being read they may be filed with the Recording Secretary for publication.

The delegate should come to the meeting instructed by her auxiliary as to pledge, boxes of supplies, place of invitation for next meeting, and any measure bearing upon the work advocated by her auxiliary.

The auxiliary members, having made a wise selection of a delegate to represent them at the annual meeting, should be in constant prayer for the success of the meeting, that the officers and delegates may have divine guidance, and that wise plans may be formulated and carried out.

CONDUCT OF THE MEETING.

In order that the business of the meeting may be properly conducted, it will be found necessary to adhere strictly to the program.

It is well to break the business of the morning and afternoon sessions with short papers or talks on different phases of the

work; but care should be taken that matters vital to the business of the Conference should not be crowded out and that the committee reports should receive due consideration.

The inspiration of a Conference largely depends upon the spirit of responsiveness shown in the opening session and in each succeeding one.

That meeting is most successful that begins, continues, and ends in prayer.

"Not by might, nor by power: but by my spirit, saith the Lord."

RULES OF ORDER.

1. Each meeting shall open and close with a religious service.
2. All resolutions shall be presented in writing.
3. Members shall rise when they address the Chair.
4. No member shall leave the room without permission of the Chair.
5. A member shall send to the President a written excuse for each absence from a religious or business meeting.
6. Courtesies shall be limited to the ten minutes before the noon devotional service.
7. Business shall be conducted through committees, to whom all memorials, resolutions, and other actions requiring legislation shall be referred. The reports of these committees shall be acted upon in regular order.
8. All business to go before committees must be presented not later than the close of the fourth business session, unless the body shall order otherwise by a majority vote.
9. A motion to reconsider may be made only during the session in which the vote is taken or immediately following the reading of the minutes of that session.

CONSTITUTION FOR CONFERENCE SOCIETIES.

1. In each Annual Conference there shall be organized a Conference Society auxiliary to the Woman's Missionary Council.
2. The object of this society is to plan and direct the woman's missionary work of the Conference.
3. The Conference Society shall consist of one or more delegates from each auxiliary, a District Secretary from each district, any officer or manager of the Woman's Missionary Council residing within the bounds of the Conference, and the following officers:

A President, two Vice Presidents, a Corresponding Secretary, a Recording Secretary, a Treasurer, and Superintendents of Study and Publicity, of Social Service, and of Supplies. These officers shall be elected by ballot at the annual session and shall constitute the Executive Committee. The President and the Corresponding Secretary shall be members of the Woman's Missionary Council.

BY-LAWS FOR CONFERENCE SOCIETIES.

1. The Executive Committee shall transact business in the interim of the annual sessions. Five shall constitute a quorum.
2. Conference officers shall be nominated and elected by ballot.
3. The District Secretaries shall be nominated by a committee composed of the President, the Vice Presidents, the Corresponding Secretary, and the Treasurer and shall be elected by acclamation.
4. Two members of the Executive Committee of the Conference shall be elected at each annual session as alternates to the Woman's Missionary Council. Alternates from Missionary Societies in foreign fields shall be elected from among missionaries at home on furlough.
5. The President shall preside at all meetings of the Conference Society and of the Executive Committee and shall actively advance the interests of the work. She shall sign all orders on the treasury.
6. The Vice Presidents shall perform the duties of the President in her absence.
7. The First Vice President shall have charge of the young people's work and shall report quarterly to the Superintendent of the Woman's Missionary Council for Young People's Work and to the Corresponding Secretary of the Conference Society.
The Second Vice President shall have charge of the children's work and shall report quarterly to the Superintendent of the Woman's Missionary Council for Children's Work and to the Corresponding Secretary of the Conference Society.
8. The Corresponding Secretary shall conduct the correspondence of the society and supply the auxiliaries with information and with literature if so ordered by the Conference. She shall promote Christian stewardship and shall use all possible means for the organization of Adult, Young People's, and Children's Auxiliaries in every charge of the Conference and shall report each new organization to the Secretary of the Home Base, to

whom she shall also make quarterly reports of the work of the Conference by the fifteenth day of April, July, October, and January. She shall make an annual report to the Conference Society and report the preceding session of the Woman's Missionary Council. She shall sign all orders on the treasury.

9. The Recording Secretary shall give notice of all meetings of the Conference Society and of the Executive Committee and keep the minutes of the same on record.

10. The Treasurer shall receive all funds of the society, keeping an account with each auxiliary and submitting the same annually to an auditor. She shall disburse the Conference expense funds on the written order of the President and the Corresponding Secretary. She shall make an annual report to the Conference Society and shall send itemized reports promptly on the fifteenth day of April, July, October, and January to the Treasurer of the Woman's Missionary Council, therewith transmitting such funds as are collected for the general treasury. She shall also send an itemized statement to the Conference Corresponding Secretary and to the President.

11. The District Secretaries shall organize Adult, Young People's, and Children's Auxiliaries and use every available means to promote the work of the Woman's Missionary Society in their districts. They shall present a report of their work at the District Conference and shall hold annual meetings in the district and all-day meetings whenever practicable. They shall conduct the correspondence with auxiliaries and send a quarterly report to the Conference Corresponding Secretary and a copy of the same to the President of the Conference Society.

12. The Superintendent of Study and Publicity shall promote mission study and Bible study and shall disseminate missionary information through the Church and secular press. She shall report quarterly to the Educational Secretary.

13. The Superintendent of Social Service shall stimulate and direct the study and investigation of social questions and shall seek to bring about social reform. She shall report quarterly to the Council Secretary of Social Service.

14. The Superintendent of Supplies shall superintend the sending of boxes and needed supplies to ministers of the Methodist Episcopal Church, South and to institutions in the home and foreign fields under the direction of the Council. She shall report quarterly to the Council Superintendent of Supplies.

15. Conference Societies shall not project new work nor respond to special calls for aid unless authorized by the Woman's Missionary Council.

16. The membership funds of all auxiliary societies—Adult, Young People's, and Children's—also funds contributed to make life members, honorary life members, and honorary life patrons, are a part of the general fund which cannot be directed by the Conference.

17. A Conference Expense Fund shall be provided by Conference assessment, the basis to be determined by each Conference according to the requirements. In no case shall membership dues or pledge funds be used for Conference expenses.

18. The thank offering during the Week of Prayer shall be applied to some specific object, to be determined each year by the Woman's Missionary Council in annual session.

19. The Conference Society may make such by-laws as the work demands, provided they do not conflict with those made by the Council.

20. The last half hour of each forenoon during the annual session of the Conference shall be devoted to Bible study.

POSTAGE TO FOREIGN FIELDS

The letter rates to Mexico and Cuba and Shanghai, China, are the same as in the United States. To Brazil, Korea, and China (except Shanghai), five cents for each ounce or fraction thereof and three cents for each additional ounce; newspapers, one cent for two ounces; post cards, two cents.

For information regarding parcel post to foreign countries, inquire at local post office. This is necessary in view of present war conditions.



